

## VMR-VRO GUIDELINE - INACTIVATIONS

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The inactivation of a vendor or a location is to be forwarded to the Vendor Registry Office for inactivation. The Vendor Registry Office can view all business units on a vendor or location for outstanding payments. The request for inactivation can be sent to the [spovendor@nd.gov](mailto:spovendor@nd.gov) account.

### Why can't all VMRs inactivate a vendor or a location?

To inactivate a vendor or location the VMR needs access to all business units using the vendor database.

### Why does the VMR need access to all business units?

This access is needed because before a vendor or location can be inactivated a check needs to be run to determine if any vouchers are pending. Inactivating a vendor or location will result in vouchers not processing.

### Why is a vendor inactivated?

The Vendor Registry Office inactivates vendors for numerous reasons:

- Duplicate vendors – need to keep duplicate vendors to a minimum.
- Name changes – when a vendor's name changes, a new vendor number is required.
- TIN changes – when a vendor changes their TIN number, a new vendor is required.
- TIN Type changes – when the TIN type (S or F) changes, a new vendor is required.
- Unable to contact the vendor:
  - Email no longer works;
  - Fax no longer works;
  - Mail has been returned;
  - Unable to find the vendor on the web.
- Notification from the vendor they are no longer in business.

### How can I tell that VRO has inactivated a vendor?

- Comments will be entered on the Main location as to why the vendor has been inactivated.
- If a vendor has been inactivated due to duplication, consolidation, or name change, Name 2 will tell the user which vendor number to use.
- The word "INACTIVE" will be entered in the Customer Number field so that users will see it when searching on a vendor name.

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### Why are addresses inactivated?

The VRO inactivates addresses when we have been notified the address is no longer viable for the vendor. The notification could come from:

- The US Post Office, or;
- Written documentation from the vendor and forwarded to VRO by an agency or higher education institution.

### Why are locations inactivated?

There could be numerous reasons why a location is inactivated.

- The address is no longer valid.
- There is no longer an interface to this vendor.
- The ACH can not be changed, so the location is inactivated and a new location created with the correct ACH information.
- 1099 information needs to be removed from the location.

### Can we reactivate locations?

Depends on the situation:

- One is a 1099 issue – the inactivation of a location will stop the correction of vouchers during the 1099 clean up. The only way to handle the clean up is to reactivate the location for a short period of time while cleaning up the vouchers. The location needs to be inactivated once 1099 reporting has been cleaned up.
- If VRO inactivated the location, check the comments to see why it was inactivated. Please do not reactivate locations that have been inactivated by VRO. If there are questions concerning the inactivation, contact VRO at 701-328-2683.
- If a VMR determines another location is needed such as “UND – ACH,” the VMR will need to create a ‘Main’ location. See checklist How to Add New Vendors, pages 5 through 9. Make sure the ‘Main’ location is the default location.

### Why are contacts inactivated?

Contacts are inactivated when VRO is notified that the existing information is no longer current. The State Procurement Office has a system that interfaces with PeopleSoft that makes certain information available to a particular group of vendors that are considered ‘bidders’. The bidders are able to see their bid address, their contacts, phone numbers, and email addresses.

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*